



**UNITED STATES DISTRICT COURT**  
**DISTRICT OF KANSAS**

**Position Titles:** Law Clerk to U.S. Magistrate Judge Teresa J. James  
**No. of Positions:** 1 or more  
**Location:** Kansas City, Kansas  
**Opening Date:** February 23, 2022  
**Start Dates:** August 1, 2022 or January 1, 2023  
**Term:** Term or Career - 1 year to permanent, by mutual agreement  
**Tour of Duty:** Full-time  
**Closes:** Open until filled  
**Salary Range:** JSP 11/1 – JSP 14/1 (\$67,052 – \$112,931)

\*Starting salary is commensurate with qualifications, experience, and based upon Judicial Salary Plan (JSP) [guidelines](#). Advanced in step placement up to \$146,810 may be available for current or prior federal employees based on highest previous rate rules.

***As an Equal Opportunity Employer, we value diversity in our workforce. The essential function of courts is to dispense justice. An important component of this function is the creation and maintenance of diversity in the court system. A community's belief that a court dispenses justice is heightened when the court reflects the racial, ethnic, and gender diversity of the community it serves.***

## **WHO WE ARE**

In the United States District Court for the District of Kansas, we preserve justice, promote the general welfare, and secure the blessings of liberty by impartially deciding and administering matters under the Constitution and laws of the United States of America.

## **WHAT WE VALUE**

We are public servants who respect the value of every person by treating each party, attorney, witness, defendant, offender, victim, and court employee with dignity and courtesy.

We study why we succeed so we preserve our strengths.

We improve processes, procedures, and ourselves through innovation and training.

We excel because of our consistent effort to perform every task well, whether large or small.

We communicate effectively to cultivate teamwork, diversity, inclusivity, and the free exchange of ideas.

We model ethics, integrity, and personal and institutional accountability.

We prepare ourselves to serve effectively by encouraging wellness and a healthy lifestyle.

## **WHAT WE NEED FROM YOU**

The law clerk duties include extensive legal research and writing, drafting of orders and opinions on a variety of motions in both criminal and civil cases, assisting the judge during courtroom proceedings, and case management responsibilities.

These duties of this position are intended to provide generalized examples of major duties and responsibilities that are performed by a law clerk. They include, but are not limited to, the following:

- Legal research, writing, and drafting orders and opinions
- Communicating with counsel regarding case management and procedural requirements
- Docketing orders
- Scheduling hearings and conferences
- Assisting judge during courtroom proceedings
- Various legal and administrative duties as assigned

You will make a difference when working for the U.S. District Court for the District of Kansas. District courts serve an essential function in the federal judiciary and society. The federal courts have jurisdiction over cases that: 1) raise a "federal question" involving the United States Government, the U.S. Constitution, or other federal laws; and 2) cases involving "diversity of citizenship," which are disputes between two parties not from the same state or country. As a district court employee, you will be constantly learning as you work with judges, attorneys, the public, and other governmental and law enforcement agencies.

For more information, see [Types of Cases | United States Courts \(uscourts.gov\)](https://uscourts.gov/types-of-cases/).

## You Must

- Be a graduate of an ABA-accredited law school with strong academic credentials, top 25% of class
- Have participation in Law Review, moot court, and/or other meaningful extracurricular or community activities
- Be a member of the bar of any state (applicants who intend to sit for the bar exam will be considered)
- Possess superior research and writing skills, exhibit strong analytical ability, and interpersonal skills
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks

## It Would Be Great If You

- Have federal law clerk experience

## Pay Setting

In addition to meeting eligibility, a law clerk's pay grade is at the discretion of the appointing judge. Appointment to grade 14 is subject to additional limitations imposed by the Judicial Conference and may not be available to all eligible law clerks.

For appointment at a **JSP grade 11, step 1** (\$67,052), applicants must meet the mandatory position qualifications.

For appointment at a **JSP grade 12, step 1** (\$79,363), applicants must meet the qualification for a JSP grade 11 and possess one year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the bar of any state.

For appointment at a **JSP grade 13, step 1** (\$94,373), applicants must meet the qualification for a JSP grade 12 and possess two years of full-time legal work experience after graduation from law school (no substitutions permitted).

For appointment at a **JSP grade 14, step 1** (\$112,931), applicants must meet the qualification for a JSP grade 13 and possess three years of full-time legal work experience after graduation from law school (no substitutions permitted).

permitted). Two of the three required years of legal work experience must have been served in the federal judiciary as a chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, death penalty law clerk, or Supreme Court Fellow.

### **WHAT WE OFFER**

1. 11+ paid holidays
2. Choice of healthcare coverage, including dental & vision coverage
3. Life insurance options
4. Participation in the Long-Term Care Insurance plan
5. Participation in the Flexible Benefits Program
6. Free parking
7. Free onsite fitness center
8. If appointed or converted to a career position:
  - a. Participation in the Federal Employees Retirement System
  - b. Participation in the Thrift Savings Plan (tax deferred retirement savings plan)

### **APPLY NOW**

To apply for this position, please submit the following items in a single PDF document by email to [ksd\\_james\\_chambers@ksd.uscourts.gov](mailto:ksd_james_chambers@ksd.uscourts.gov):

- 1) a cover letter summarizing why you are interested in and well qualified for this position,
- 2) a chronological resume, and
- 3) professional references

### **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. District Court requires employees to adhere to a [Code of Ethics and Conduct](#). Due to the volume of applications received, the court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses cannot be paid. Applicants must be United States citizens or [eligible to work for the United States Government](#).

\*\*\*THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\*